

**BRISTOL ZONING COMMISSION  
MINUTES  
SPECIAL MEETING OF MONDAY JANUARY 31, 2022**

**CALL TO ORDER:**

By: Chair Provenzano

Time: 5:30 P.M.

Place: City Hall

**ROLL CALL:**

MEMBERS	NAME	PRESENT	ABSENT
<b>REGULAR MEMBERS:</b>	Louise Provenzano (Chair)	X	
	Michael Massarelli (Vice Chair)	X	
	Richard Harlow	X	
	David White (Secretary)	X	
	Thomas Marra		X
<b>ALTERNATE MEMBERS:</b>	Marc Gagnon	X	
	Aileen Abrams (departed 7:00 P.M.)	X	
<b>STAFF:</b>	Robert M. Flanagan, AICP, City Planner	X	
<b>CONSULTANT:</b>	Francisco Gomes, ASLA, AICP, of FHI Studio	X	

**PUBLIC PARTICIPATION:**

There was no public participation.

**PLEDGE OF ALLEGIANCE:****ADMINISTRATIVE MATTERS:**

1. Introductions
2. Approval of Special Meeting Minutes – November 15, 2021

Chair Provenzano designated Commissioners White, Harlow, Gagnon and Provenzano to vote on the special minutes of the November 15, 2021, special meeting. She also designated alternate Commissioner Gagnon to vote in place of Commissioner Massarelli that was not in attendance at the November 15, 2021 special meeting.

**MOTION:** Move to approve the special minutes of the November 15, 2021, special meeting.

By: White

Seconded: Harlow.

For: White, Harlow, Gagnon and Provenzano.

Against: None.

Abstained: None.

3. Opt-Out Discussion – Public Act 21-29
  - a. Accessory Dwelling Units (ADU's)
  - b. Parking Requirements

The Commission acknowledged receipt of the following item(s) in their electronic packets: a copy of the Opt-Out Discussion and Procedures for Accessory Dwelling Units and Parking.

The State Statutes had some changes, but the Commission can opt-out and write their own Regulations. The concern from Staff that accessory dwelling units would be allowed in the accessory structures. Staff will submit new Regulations for ADU's that will comply to comply with statute.

The Zoning Commission would either have to opt out or create a process for approval that would be less than 65 days. Staff suggested that the Commission opt out (2 step process) for Bristol.

Regarding parking, Staff reviewed the State Regulations requirements and the opt-out option. This item will be placed on the February agenda scheduled for a public hearing in March.

#### **OLD BUSINESS**

4. Review and discussion of:
  - a. Current Land Use Table

Mr. Gomes explained the table has the existing allowed uses and requested that the Commission review.

3. Land Use amendments to the Connecticut General Statutes (C.G.S.)
  - a. Riparian Corridor Protections

The Commission acknowledged receipt of the following item in their electronic packets: a document entitled "*The Case for Riparian Corridor Protections, Zoning Strategies to Reduce Pollution in Inland Waters and Resultant Hypoxia of Long Island Sound, dated August 10, 2021, Western CT Council of Governments, 1 Riverside Rd., Sandy Hook, CT 06482.*"

Staff explained that the Commission did not have to decide on this item this evening, but the idea a setback requirement to protect the areas near the Pequabuck River is an idea that has come up for review. The Statutes were recently approved by the General Assembly to protect major watercourses. Staff will discuss this with Mr. Gomes.

Mr. Gomes noted Bristol had 31% to 50% inland wetland areas with structures near the Pequabuck River within 300 ft.

#### **NEW BUSINESS:**

4. Review and discussion of:
  - a. Key Issues from the line-by-line review
  - b. Review format/nomenclature options
  - c. Zoning Definitions
    - i. Uses
    - ii. Terms

The Commission acknowledged receipt of the following item(s) in their electronic packets: a copy of the Section X Zoning Terminology Definitions (14 Pgs.); Homework Questionnaire, undated;

Mr. Gomes review the key issues from the line-by-line review. He wanted the Commission to pick a format for the Regulations and also provide guidance on the line-by-line review. The rewrite project currently has a working document for definitions that will be revised further. The Commission previously reviewed the use summary table, but he requested they to continue to review the permitted uses and make adjustments.

Mr. Gomes previously reviewed some sample formats from various towns. The uses and terminology was intended to be two different sections, which the Commission could also refine later. He wanted their preference on the format this evening. He would also add hyperlinks as suggested by the Commission to the Regulation text.

Adaptive use of a non-residential principal building, Mr. Gomes reviewed Public Act 21-29, the Regulations can no longer limit dwelling unit size, but there were a lot of controls to limit the number of units. He suggested to eliminate this.

Home based business limits 25% of the garage/enterprise or the building, Mr. Gomes suggested to revised this to 25% of the gross floor area of the dwelling unit. The Building Regulation and Fire Regulation would control the ingress and egress.

Regarding open space development, the Commission agreed with Mr. Gomes's suggestion to eliminate the requirement for City sewer and water services because a building permit is not issued without this infrastructure in place.

Regarding base density factor number for maximum number of dwelling units, Staff suggested that this was a way to control the number of units. With open space developments, there is more open space with less units to compensate.

The Commission agreed they preferred the town of Canton's format; to provide a sample of Woodbury's sub-sections; and Canton's sidebar. They agreed to the suggestions of the home-based business of the gross floor area; the accessory structure in the main house; open space development eliminate the sewer and water service requirement.

Regarding the RM zone and the A zone, this language need to be cleaned up.

Regarding the BN zone square footage, the Commission agreed to retain this for now.

Regarding outdoor dining, CT Section 196, this will be added as an agenda item to the February 9, 2022, regular meeting.

Mr. Gomes suggested the Commission have the remainder of the presentation as a homework assignment. There was sufficient time to resolve the outstanding items and the comments this evening to meet their deadlines by February 9, 2022. The Commission was unable to review the remaining items on the agenda and would continue to discuss them at the February 9, 2022, Regular meeting.

5. FHI Meeting Presentation
  - a. November 2021

The Commission acknowledged receipt of the following item(s) in their electronic packets: a copy of the City of Bristol, Zoning Regulations, Update, Zoning Commission Meeting November 15, 2021.

**CITY PLANNERS REPORT:**

6. Project Schedule

The project schedule was reviewed.

7. Review of Special Meetings schedule.  
There was no discussion on this item

**ADJOURNMENT:**

Chair Provenzano designated regular Commissioners Harlow, Massarelli, White and Provenzano to vote on the adjournment. She also designated alternate Commissioner Gagnon to vote on the adjournment.

**MOTION:** Move to adjourn at 8:30 P.M.

By: White

Seconded: Harlow.

For: Harlow, Gagnon, Massarelli, White and Provenzano.  
Against: None.  
Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King  
Recording Secretary

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Louise Provenzano, Chair

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David White, Secretary